

**Department of Employee Trust Funds  
WRS EXTRANET USER MANUAL**

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**CHAPTER 9 – WRS CONTRIBUTION REMITTANCE**

<b>900</b>	<b>Introduction</b>
<b>901</b>	<b>Automated Clearing House Direct Withdrawal</b>
<b>902</b>	<b>Logon Instructions</b>
<b>903</b>	<b>Submit the WRS Contribution Remittance</b>
<b>904</b>	<b>Message Codes</b>

**900 Introduction**

**Note:** This application is NOT available to State agencies that make payments via WiSMART.

The WRS Contribution Remittance application will give employers the ability to securely transmit *WRS Monthly Remittance Reports*, ET-1515, to ETF via the Extranet. In addition, this application will allow employers to:

- Select a payment date or default to the statutory due date.
- Make the contribution payment to ETF via an Automated Clearing House (ACH) Direct Withdrawal.
- Print confirmation reports of the on-line Monthly Remittance Report.
- Reduce or eliminate reporting and/or calculation errors.
- Increase efficiency through more accurate data transmission and faster processing time.
- Eliminate late payment charges due to mailing delays.
- Allows employers to make payment at the end of last monthly pay period with money transfer at the end of the month.

**901 Automated Clearing House Direct Withdrawal**

Employers must submit an *Automated Clearing House Direct Withdrawal Authorization* (ACH), ET-1734, with the *Employer Extranet Application Security Agreement* to use the WRS Contribution Remittance application. The ACH form can be downloaded from the Employer Section of ETF's web site at <http://etf.wi.gov>. Please attach your ACH authorization directly to the Security Agreement when submitting to ETF for authorization.

**902 Log On Instructions**

Once you have accessed the Extranet site as instructed in Chapter 2,

1. Select the WRS Contribution Remittance Application.
2. Key Logon ID, tab to Password field, key your Password
3. Select OK
4. Enter your 7 digit Employer Identification Number (e.g. 1234000)

5. Select Submit.

### 803 Submit the WRS Contribution Remittance

1. Review employer detail section at the top of the screen for accuracy of WRS agent data.
2. Select either Regular or Supplemental.
3. Verify Reporting Month.
4. Request Transfer Date or Default Date (Supplemental Remittance requires Transfer Date).
5. Key in Earnings amounts by Employment Category.  
Negative amounts must be preceded by a minus sign.  
Decimal points required.  
Do not use commas.
6. Key in Contribution amounts by Employment Category.  
Negative amounts must be preceded by a minus sign.  
Decimal points required.  
Do not use commas.
7. Invoice payments require Invoice number only. (You must pay or take credit for the complete invoice)
8. Select Submit when input data keying is completed.
9. Review Information and check Transfer Date.
10. Select Confirm after reviewing your information.
11. Print screen for your records.
12. Select Logout.

### 904 Message Codes

The following table describes error messages you may encounter when accessing and completing the WRS Contribution Remittance application and the condition that produced the error message.

If you feel you have received this message in error, please call the Department of Employee Trust Funds	User ID is incorrect or has not been authorized.
The Number you entered is not a valid Employer Number. Please enter all seven digits.	The Employer Identification Number (EIN) you entered is not complete. The field requires all seven digits of your EIN.
The Number you entered is not a valid Employer Number.	The EIN entered does not exist on ETF's tables; please recheck your EIN.
We have not yet received your routing number. Please call ETF for assistance during normal business hours.	
The Department of Employee Trust Funds has not set up contribution rates.	Current year contribution rates have not been set up yet. Contact ETF during normal business hours.
A report has already been submitted today for this employer. To submit a supplemental report, please wait until tomorrow.	Only one report can be submitted per day. A report associated with your EIN has already been submitted.

Requested transfer date is not a valid date. Leave blank for default date, or enter as MMDDCCYY.	Please follow the proper transfer date format. Leaving the field blank will result in use of the default date.
Requested transfer date is not a banking date. Leave blank to use the default date, or enter as MMDDCCYY.	The transfer date entered must be a banking date. Please reenter or leave blank to use the default date.
Requested transfer date must be at least 4 banking days into the future. Leave blank to use the default date, or enter as MMDDCCYY.	Transfer date entered is in the past or leaves insufficient transfer time. Please reenter or leave blank to use default date.
Requested transfer entered is more than one month into the future. Leave blank to use the default date, or enter as MMDDCCYY.	Transfers can not be dated over one month into the future. Rekey your transfer date or leave blank to use the default date.
Reporting month is not valid (01 to 12). You must enter a month for which you have reported earnings or contributions for the current year.	Check the Reporting Month and Year field for proper date and reenter.
A supplemental report cannot be entered for the reporting month indicated. You must enter a month for which you have reported earnings or contributions for the current year.	A supplemental report can only be submitted for a month in which a report was previously submitted. Please verify the reporting month you are attempting to adjust and reenter.
The General, Educ. Support Pers. Category Earnings Amount is Invalid.	The amount entered must be numeric, less than \$999,999,999.99 (and greater than - \$999,999,999.99). You must enter the decimal point and following cents.
General Earnings Amount times the contribution rate <i>[amount calculated]</i> does not equal the contributions you have reported. To accept earnings and contributions as keyed, check OK in override box and resubmit.	Contributions do not equal the earnings entered times the contribution rate. Override box not checked.
An over/under payment notice (ET-1517) will be sent out after the 8 <sup>th</sup> day of next month.	You have overridden a calculated contribution amount, which will result in an over or under payment.
The Over or Underpayment and/or Interest Due for Late Reported Amount is Invalid	The amount must be numeric and less than \$9,999,999.99 (or greater than - \$9,999,999.99)
Additional Contributions Amount is Invalid.	The amount must be numeric and less than \$9,999,999.99 (or greater than - \$9,999,999.99)
Other Payments Amount is Invalid.	The amount must be numeric and less than \$9,999,999.99 (or greater than - \$9,999,999.99)
The Total Earnings Amount exceeds \$999,999,999.99.	Report a reduced amount and submit a Supplemental Report for the remainder.
The Grand Total Contributions Amount exceeds \$999,999,999.99.	Report a reduced amount and submit a Supplemental Report for the remainder.
The report total can not be less than zero.	Verify and Correct entries.
The invoice number you entered is incorrect.	Verify the Invoice number and reenter.